

## ROYAL DANISH EMBASSY OTTAWA

### BIOMETRIC PASSPORTS FOR CHILDREN UNDER THE AGE OF 12 APPLYING AT AN HONORARY CONSULATE

#### Biometric passports/honorary consulates – Document Checklist

Passport applications for children under the age of 12 can be submitted at one of our [Danish honorary consulates](#) across Canada: across Canada: Calgary, Edmonton, Halifax, Montreal, St. John's, Vancouver or Winnipeg – in addition to the embassy in Ottawa and the Consulate General in Toronto.

**Please call ahead to book an appointment to submit your application.**

Please note that **personal appearance is mandatory** for all applicants including children.

Name: _____ Phone: _____	
Please indicate submitted documentation with <input checked="" type="checkbox"/> . Submit the Document Checklist along with your application and supporting documents to the honorary consulate.	
1. <b>One completed passport application form.</b>	<input type="checkbox"/>
2. <b>One passport photo.</b> Please see the guidelines from the Danish police <a href="#">here</a> .	<input type="checkbox"/>
3. <b>Most recent passport</b> (valid or expired).	<input type="checkbox"/>
4. <b>Copy of the passport data page</b>	
5. <b>Identification</b> , i.e. the previous passport (valid or expired), original birth, baptismal or name certificate if the passport has been lost or stolen, or documentation of civil registration number.	<input type="checkbox"/>
6. <b>Documentation of legal name</b> in case of name change, such as a name change certificate. Without the proper documentation, the name in the new passport will be matched to the CPR registry.	<input type="checkbox"/>
7. <b>Proof of current status in Canada:</b> <ul style="list-style-type: none"> <li>• If your <b>sole citizenship is Danish</b>, please submit your passport with a stamped entry date <b>OR</b> your valid temporary permit <b>OR</b> permanent residence permit.</li> <li>• If you are a <b>dual citizen</b>, please submit your certificate of Danish citizenship if you obtained dual citizenship prior to September 1st 2015 <b>OR</b> your proof of foreign citizenship if you obtained dual citizenship after September 1st 2015.</li> </ul>	<input type="checkbox"/>
8. <b>Police report</b> if the previous passport has been lost or stolen.	<input type="checkbox"/>
9. <b>Long form of the birth certificate</b> (indicating both parents' name) for children born outside of Denmark.	<input type="checkbox"/>
10. <b>Signed consent for minors</b> (in application form) from each person having custody of the child. In case of sole custody please provide custody documents. Please also provide a copy of the parents' passport identity page.	<input type="checkbox"/>
11. A <b>copy of the marriage certificate</b> of your parents if you were born before <b>July 1<sup>st</sup> 2014</b> to a Danish father and a foreign mother.	<input type="checkbox"/>
12. <b>Processing fee.</b> See the current passport fees and payment methods <a href="#">here</a> .	<input type="checkbox"/>
13. <b>Shipping fee:</b> At the <b>honorary consulates</b> , a <b>shipping fee</b> must be paid at the time of the application.	<input type="checkbox"/>

#### FOR OFFICIAL USE ONLY

All documents, including case worker sheet, annulment of previous passport (if applicable), forwarded to the Embassy via UM-GATE.